

**Safety Action Team
Meeting Notes
June 4, 2004**

Attendance Michael Boersma, J. Thomas Bruff, Tim Colling, Anna Christiansen, Jim Culp, Kathy Farnum, Paul Hamilton, Lawrence Hummel, Robert Lariviere, Tina Marzolf, Richard Miller, Chuck Mills, Marsha Small, Kerrie Schattler Russell Tappan, Jr.

Meeting Overview
(25 words or less) Chuck Mills reviewed the agenda and the information that was emailed to all participants. The team reviewed the draft implementation plan. Next meeting date was set.

Meeting Notes

1. The implementation plan for each Action Item #1 - #4 was reviewed. As each action item was discussed, additional activities were identified that should be added to the implementation plan.
2. It was noted that many highway safety activities are taking place and a suggestion was made to develop a communication plan to inform the public about these activities.
3. Discussion took place on how best to report out implementation plans to Transportation Summit participants. Suggestions included creating a written report or putting the plans on the web site. A suggestion was also made to develop an electronic evaluation form for people to provide feedback on the plans. The Summit Planning Team is meeting on Monday, June 7 to discuss. Chuck will provide an update on this meeting at the next Safety Action Team meeting.

Additional Resources

1. Elderly Mobility Fall Conference, Detroit, MI September 2004
2. GTSAC
3. Existing websites: MDOT, SEMCOG, OHSP, CRAM, MML, MTU, MSU, U of M, NACE, LTAP, FHWA, etc.

Action Items

1. Update the implementation plan with additional activities as identified
2. Update Safety Matrix using Implementation Plan

Proposed Agenda Topics For Next Meeting

1. Finalize draft implementation plan.
2. Update on Summit Planning Team meeting
3. Draft agenda for next meeting.
4. Post critique of the meeting.
5. Set next meeting date and time

**Next Meeting
Dates**

1. Friday, July 30, 2004
9:00 am - 12:00 pm
Aeronautics Commission Room, 2700 Airport Services Drive, Lansing
2. GTSAC
Friday, August 20, 2004
OSHP Presentation Room, 4000 Collins Road, East Lansing